Rockville City Police Department
GENERAL ORDER

Subject RECORDS		Procedure G.O. # 6 - 3
Authorizing Signature	Effective 05-25-10	Total Pages 7

I.   <u>POLICY</u>

It is the policy of the Rockville City Police Department to maintain a records function to meet the management, operational and informational needs of the department and to place accountability for the completing, reviewing, processing, applicable distribution, and secure filing of police records.

II.   <u>PURPOSE</u>

The purpose of this General Order is to establish the records function of the department and to offer guidelines for control and maintenance of such records.

III.   <u>GENERAL</u>

A.   The Rockville City Police Department has integrated its records and reporting system with those of the Montgomery County Police Department (MCPD). This is a result of the Memorandum of Understanding between the two agencies.

1.   The Rockville City Police Department maintains all original records and reports prior to January 1, 1988.

2.   The Records Unit of the Montgomery County Police Department maintains all original records and reports after January 1, 1988. MCPD Records incorporates these records into their statistics when submitting crime data to the national Uniform Crime Reporting program.

B.   The Montgomery County Police Field Report Manual has been adopted as the official reporting manual of this agency. This manual standardizes field reporting and ensures that basic information is recorded for all crimes and incidents.

C.   Assignment of case numbers to reports is maintained by Montgomery County's Computer Aided Dispatch (C.A.D.) system, which automatically assigns the next available sequential number.

IV.   <u>REPORT PROCESSING</u>

A.   Report review

1.   The Shift Supervisor, receiving a report, is directly responsible for review of the report to ensure compliance with the Report Writing Manual and to ensure the officer writing the report has avoided errors of omission or commission in the narrative presentation of the facts. The shift supervisor will approve each report after it is reviewed.

2.   Reports shall be completed during the shift on which the report was taken. Reports held for
      correction or for any other reason must be submitted not more than 72 hours later and only
      with the expressed prior approval of the Shift Supervisor. Status (follow-up) reports on all
      active cases must be submitted at least every thirty (30) days, unless otherwise directed,
      until final case disposition.

3.   At the end of the shift, the shift supervisor will take the following steps:

      a.   Verify there is a completed report for each event requiring a report.

      b.   For any report not submitted, a copy of the facesheet is required prior to the officer
            securing. This may only be partial information but should provide enough
            information in the event any inquiries regarding the event are made.

4.   Bureau Commanders/Watch Commanders

      Reports and enforcement paperwork are reviewed daily to ensure continuing awareness of
      events in the City, and to maintain the files required to answer questions from the public,
      other City agencies, and from staff assigned to deal with any crime or service problem. The
      review also provides daily oversight of the quality of report review by Shift Supervisors.
      Bureau Commanders/Watch Commanders will:

      a.   Collect and review all reports and enforcement paperwork.

      b.   Forward the Daily Team Summary and all associated paperwork to the Chief of
            Police for review.

5.   Chief of Police

      After review by the Chief of Police, the police reports, enforcement paperwork and
      Daily Team Summary shall be placed in the civilian service aide's box.

6.   Crime Analyst

      Each morning, with the receipt of the police reports and their associated paperwork, each
      arrest, event and traffic report will be reviewed for possible inclusion in the weekly
      summary. Reported are arrests, robberies, burglaries and thefts.

7.   MCPD Records Unit

      The MCPD Records Unit is responsible for reviewing and coding police reports in
      compliance with regulations set down in the Field Report Manual and the Uniform Crime
      Report. Reports not meeting standards are returned to supervisors with a report review
      correction form.

        a.   MCPD data entry personnel enter data from the reports into a computer system for statistical information.

        b.   The records section distributes copies of reports to various units according to MCPD Standard Operating Procedure # 3.

B.   Report control and maintenance.

    1.   The department maintains all records and reports dated before January 1, 1988.

        a.   These records are maintained in the Property/Evidence Room.

        b.   Access to these records is restricted. If access is required during non-business hours, the Support Services Coordinator or Administrative Services Bureau Commander should be contacted.

        c.   All reports are filed sequentially by the case number. This includes:

            (1)   Offense reports

            (2)   Arrest reports

            (3)   Traffic accident reports

    2.   The MCPD Records Unit maintains all records and reports since January 1, 1988.

        a.   These records are maintained in the Records Unit of the Montgomery County Police Department.

        b.   MCPD has personnel working in this section 24 hours a day allowing access to records.

        c.   All reports are filed sequentially by the case number. This includes:

            (1)   Offense reports

            (2)   Arrest reports

            (3)   Traffic accident reports

    3.   The Administrative Services Bureau does maintain all enforcement activity citations and property control cards.   These are maintained according to the Department's Records Retention and Disposal Schedule. Maryland Uniform Complaint and Citation books will be

stored in a secure location by the Administrative Services Bureau.

    a.   The Administrative Services Bureau will maintain the Department's copy of each issued Maryland Uniform Complaint and Citation in a numeric file by issued year.

    b.   Citations are also entered into the computer system.

C.   Audit of field reporting process

MCPD Report Review, in conjunction with UCR reporting, is responsible for continuous audit of classification of event reports as they are received and reviewed. They are also responsible for an annual report, which addresses such issues as classification problems, addition/correction to the Field Reporting Manual, and any other information as it relates to problem areas concerning event reporting.

D.   MCPD Records Management System.

1.   MCPD Records unit enters the names of victims and suspects from all reports into their records management system.

2.   MCPD Records unit enters information from all reports into their system. This information is retrievable in several ways including modus operandi.

V.   SECURITY PRECAUTIONS

A.   The State of Maryland and the Department of Criminal Justice Services have adopted, both statutory law and rules and regulations that govern the security, privacy and dissemination of adult and juvenile arrest record information. These laws, rules and regulations also pertain to the physical area where record information is collected, processed and stored. The Rockville City Police Department will always comply with these laws, rules, and regulations. It is imperative that all personnel, especially those assigned to the Administrative Services Bureau, understand and comply with these codes, rules and regulations.

B.   Persons authorized to release Criminal History Record Information (CHRI) shall be responsible for completing the Criminal History Information Log whenever any such information is disseminated to any authorized requestor. Requestors shall be advised that effective January 1, 1988, the Montgomery County Police Department became the official custodians of all CHRI occurring on and after that date.

C.   The Department maintains a Records Retention and Disposal Schedule, which is reviewed and approved by the State of Maryland, Department of General Services, Records Management Division. This schedule is reviewed every five (5) years.

VI.   REPORTING REQUIREMENTS

A. Every incident reported in one or more of the following categories, if alleged to have occurred within the City of Rockville, is to be documented:

1. Citizen reports of crimes.

2. Citizen complaints.

3. Citizen requests for services when.

a. An officer is dispatched.

b. A department member is assigned to investigate.

c. A department member is assigned to take action at a later time.

4. Criminal and non-criminal cases initiated by officers.

5. Incidents involving arrests, citations or summonses.

B. Appropriate documentation of the incidents described in "A" above shall be determined by the nature of the incident, the action taken and the results realized. According to these criteria documenting may be in the form of an incident report or any other type of field case report, a citation or a CAD entry.

1. Reports and records that document police activity will include the following information:

a. Date and time of the initial reporting.

b. Name (if available) of the citizen requesting the service, or victim's or complainant's name.

c. Nature and location of the incident.

d. Nature, date and time of action taken (if any) by law enforcement personnel.

2. This information will be recorded in the CAD system and if a report is written by an officer, per the Montgomery County Police Field Report Manual.

C. When an officer makes an arrest, the procedures outlined in the MCPD Field Operations Manual, Function Code # 513 PROCESSING ARRESTED PERSONS will be followed. This directive covers:

1. Preparing the appropriate reports.

2.   Fingerprinting arrested persons (juveniles only - CPU does adults).

3.   Photographing arrested persons (juveniles only - CPU does adults).

D.   All reports of incidents forwarded to the MCPD Records Unit shall be recorded and maintained according to a numbering system that provides the assignment of a unique identification number to each incident, despite the number of persons reporting the incident.

E.   In addition to police officer generated field reports, the department provides the community with an alternate; Internet based method for reporting problems in the community. The Internet based method provides the public with access to report forms by way of links located on the police department's home page. The specific forms and the manner in which they are process are as follows:

1.   Abandoned Vehicle Report – automatically forwarded to the Chief of Police for internal review and then dissemination to the appropriate City personnel for action, if any is required.

2.   Animal Control Request - automatically forwarded to the Chief of Police for internal review and then dissemination to the appropriate City personnel for action, if any is required.

3.   Anonymous Narcotics Report - automatically forwarded to the Chief of Police for internal review and then dissemination to the appropriate City personnel for action, if any is required.

4.   Online Survey - automatically forwarded to the Chief of Police for internal review, then dissemination to the appropriate City personnel for action, if any is required.

5.   Confidential Communications Tape Request - automatically forwarded to the Chief of Police for internal review and then dissemination to the appropriate City personnel for action, if any is required.

6.   Report Graffiti in Rockville - automatically forwarded to the Chief of Police for internal review and then dissemination to the appropriate City personnel for action, if any is required.

7.   Suspicious Activity Report - automatically forwarded to the Chief of Police for internal review and then dissemination to the appropriate City personnel for action, if any is required.

8.   Witness Report in Traffic Enforcement - automatically forwarded to the Chief of Police

for internal review and then dissemination to the appropriate City personnel for action, if any is required.

9.   Business Emergency Contact Form - automatically forwarded to Community Services Officer for review and then disseminated to the appropriate City personnel for action.

10.   Report Code Enforcement Violations in Rockville - automatically forwarded to Community Enhancement/Code Enforcement Supervisor for review and then disseminated to the appropriate City personnel for action.

VII.   <u>PROPERTY CONTROL INDEX</u>

A.   The Support Services Coordinator maintains a record of all found/recovered property, evidentiary property, property retained for safekeeping and property to be destroyed.

B.   All property received by the Support Services Coordinator is recorded on a Property Control Card.

VIII.   <u>CRIMINAL HISTORY FILE</u>

A.   Montgomery County Police Records Unit provides a unique identification number for each adult and juvenile that is arrested.

B.   Each arrest report must include a Montgomery County Police Identification Number (MCPID). The MCPID will also be used on all fingerprint cards.

1.   The arresting officer is responsible for obtaining the MCPID for juveniles and giving central records the information required to complete the booking log at MCP Headquarters. A CPU officer is responsible for obtaining the MCPID number for adults.

2.   This information includes the name, race, sex, DOB of the arrested person, the charge against him/her and the name and ID number of the arresting officer.

IX.   <u>SPECIALIZED RECORDS</u>

A.   Original copies of all offense and incident reports, arrest reports, accident reports and other field reports will be forwarded to MCPD Records for maintenance.

B.   The Investigative Unit supervisor will maintain secure files for intelligence records.

C.   The Intoximeter Maintenance Technician will maintain Intoximeter records.

D.   The Support Services Coordinator will maintain records relating to property/evidence.

E.   The Training Coordinator will maintain training records.

F.   Personnel records will be maintained by the City of Rockville's Human Resources Department.

G.   All criminal records regarding juveniles kept by this department are maintained separate from records on adults.